5.3.1.2.2.6   Reports

An Auto Delete report is provided for the GEO Auto Delete function (see Paragraph 5.3.1.2.3.5.3.1). All other GEO reports must be accessed through the RFA main menu by clicking **{Reports}** from the menu button selection.

5.3.1.2.3   GEO Online Processing

The following paragraphs provide detailed information on the GEO Online functions. These functions include:

- Adding a Single GEO Record (See Paragraph 5.3.1.2.3.1),
- Changing a Single GEO Record (See Paragraph 5.3.1.2.3.2),
- Changing Multiple GEO Records (See Paragraph 5.3.1.2.3.3),
- Adding Multiple GEO Records (See Paragraph 5.3.1.2.3.4),
- Canceling/Uncanceling GEO Records (See Paragraph 5.3.1.2.3.5),
- Deleting One GEO Record (See Paragraph 5.3.1.2.3.6.1),
- Deleting Multiple GEO Records (See Paragraph 5.3.1.2.3.6.2),
- The Auto Delete Function (See Paragraph 5.3.1.2.3.6.3), and
- Finding GEO Records (See Paragraph 5.3.1.2.3.7).

5.3.1.2.3.1   Adding a Single GEO Record

Entering a New Record. To add a single GEO record, click **{Add}** on the GEO Online Menu Selection window (see Figure 5.3.1.2.1-1, in Paragraph 5.3.1.2.1). This brings up the single record, Add GEO Record window, as shown in Figure 5.3.1.2.3.1-1.
From this point, the user can enter data for a new GEO Record. Once one field's data has been entered, the

Figure 5.3.1.2.3.1-1. Add GEO Record Window

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user can either press **[TAB]** to move to the next field or use the mouse to click in another field to enter data. When the user attempts to leave a field, the data that was entered is validated to ensure it is consistent with data requirements for that field, as specified in the JRS for the GEO. If a data error is detected, an alert message window pops up, as shown in Figure 5.3.1.2.3.1-2, to report the error. This requires the user to click **{OK}**, which returns the user to the erroneous field to correct the error.

Note: Once a field has been navigated to, a valid value must be entered to leave that field.

Figure 5.3.1.2.3.1-2. Alert Pop-Up Window - Field Level Error

Unchangeable Fields. Please notice that fields across the bottom of the single record Add GEO Record window, are automatically filled in and cannot be changed manually. Once data are entered for a record, the dates change automatically and the Record Status and Security Classification fields are set automatically to their appropriate values.

Saving the New Record. Once data fields have been entered for the new GEO record, click **{OK},** to save the new record. At this point, another set of data validation checks are performed. If any errors are detected, an alert pop-up window, labeled ORACLE Form, appears for each error, allowing the user to either edit the field related to the error or override the error and continue validation, as shown in Figure 5.3.1.2.3.1-3. After all errors are handled, if any errors still remain for the new record, the GEO Record Errors window popups, as shown in Figure 5.3.1.2.3.1-4, displaying the remaining errors and giving the user the option to edit the erroneous record or to continue and save the record with the reported errors.

Figure 5.3.1.2.3.1-3. Alert Pop-Up Window - Overrides Error Condition on Record Save

Figure 5.3.1.2.3.1-4. GEO Record Errors Window

If the user clicks **{OK},** and no errors are detected for the record, or the user has decided to override all errors detected for the record, the record is saved, and a blank single record window appears, allowing the user to enter another new GEO record. A message also appears at the bottom of the window, letting the user know that a transaction has been committed (saved).

Canceling/Exiting. At any time during entry of a new GEO record, the user may click **{Cancel}**, which alerts the user that the new record will be lost. If the user clicks **{Continue}** on the alert pop-up window, as shown in Figure 5.3.1.2.3.1-5, the window is cleared, allowing the user to start entering the record again. If the user clicks **{Cancel},** on the alert pop-up window, the user returns to the Add GEO Record window without clearing the new record being entered. If the user clicks **{Cancel},** on the ADD GEO record window while it is clear of data, control returns to the GEO Online Menu Selection window.

Figure 5.3.1.2.3.1-5. Alert Window - New Record Will Be Lost

5.3.1.2.3.2   Changing a Single GEO Record

To retrieve an individual GEO record for updating, click **{Change}** from the GEO Online main menu, as shown in Figure 5.3.1.2.3.2-1.
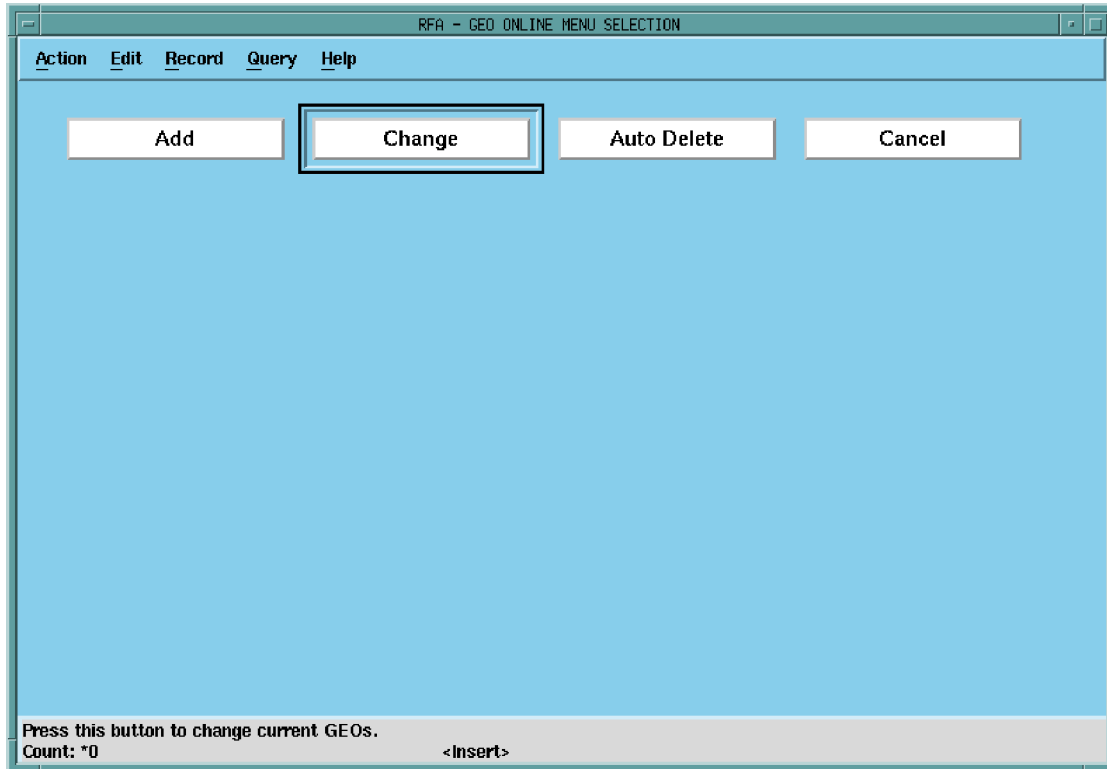

Figure 5.3.1.2.3.2-1. Click **{Change}** to Retrieve Individual GEO Record

The Enter GEOS window appears. Enter the GEO code for the record to be changed, as shown in Figure 5.3.1.2.3.2-2. When finished, click **{OK}**. If the record exists, the single record, Change GEO Record, window appears with the selected record's data filled in, as shown in Figure 5.3.1.2.3.2-3. If the record does not already exist, then a blank single record window appears, at which point the user can either enter a new GEO record, or click **{Cancel}**, which returns the user to the GEO Online main menu.

Figure 5.3.1.2.3.2-2. Enter GEO Code to Change Record

Figure 5.3.1.2.3.2-3. Change GEO Record Window

Updating the Record. Once the record is retrieved, the user can enter any field by pressing **[TAB]**, or moving the arrow and clicking on the button desired with the mouse, and editing the GEO Record. Once one field's data has been updated, the user can either press **[TAB]** to move to the next field or use the mouse to click in another field to change data. When the user attempts to leave a field, the data that was changed is validated to ensure that it is consistent with data requirements for that field, as specified in the JRS for the GEO. If a data error is detected, an alert message pops up as shown in Figure 5.3.1.2.3.2-4, to report the error. It requires the user to click **{OK}**, which returns the user to the erroneous field to correct the error.

Figure 5.3.1.2.3.2-4. Alert Pop-Up Window - Indicating Data Error

Unchangeable Fields. Please notice that the fields across the bottom of the single record, Change GEO Record window, are automatically filled in and cannot be manually changed. Once the data for a record data is entered, the dates will automatically change, and the Record Status and Security Classification fields are automatically set to their appropriate values.

Saving the Record. Once the desired data fields have been updated for the GEO record, click **{OK}** to save the new record. At this point, another set of data validation checks are done. If any errors are detected, an alert window pops up for each error, allowing the user to either edit the field related to the error, or override the error and continue validation, as shown in Figure 5.3.1.2.3.2-5. After all errors are handled, and if any errors still remain for the new record, the GEO Record Errors window pops up, as shown in Figure 5.3.1.2.3.2-6, displaying the remaining errors, and giving the user the option to edit the erroneous record, continue, and/or save the record with the reported errors.

Figure 5.3.1.2.3.2-5. Alert Pop-Up Window - Overrides Data Error on Record Save

Figure 5.3.1.2.3.2-6. GEO Record Errors Window

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If the user Clicks **{OK},** and no errors are detected for the record, or if the user has decided to override all errors detected for the record, the record is saved. A blank single record window appears, allowing the user to enter a new GEO record.

Another Way to Update. In addition to the method mentioned above, the user can retrieve a GEO record for updating by clicking **{Find}** at any time. After clicking **{Find}**, the FIND GEO window pops up, at which point, the user can enter the GEO code of the record to be changed, as shown in Figure 5.3.1.2.3.2-7. The user then clicks **{OK}**, and if the record already exists, it will be retrieved and displayed. Update the record as described in the above paragraphs. Clicking **{Cancel}** in the Find GEO window returns the user to the previous record being entered/modified.

Figure 5.3.1.2.3.2-7. Find GEO Window

Canceling/Exiting. At any time during update of a GEO record, the user may click **{Cancel}**. If data has been entered, an alert pop-up window, as shown in Figure 5.3.1.2.3.2-8, warns the user that continuation of the process will cause changes to be lost. If the user clicks **{Continue}** on the alert pop-up window, the window is cleared of data, allowing the user to enter a new record if desired. If the user clicks **{Cancel}** on the main window while no data is entered, control returns to the GEO Online Menu Selection window.

Figure 5.3.1.2.3.2-8. Alert Pop-Up Window - Indicates Changes Will Be Lost

5.3.1.2.3.3   Changing Multiple GEO Records

To update more than one GEO record at once, click **{Change}** from the GEO Online Menu Selection window. The Enter GEOS window appears. The user can enter up to 12 GEO codes for records to retrieve for update, as shown in Figure 5.3.1.2.3.3-1.

Figure 5.3.1.2.3.3-1. Enter GEOS Window

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